



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 2.3.1	Subject: STAFF HOUSING
Chapter 2: PHYSICAL PLANT	Page 1 of 1
Section 3: Housing	Revision Date:
Signature: /s/ by Director Day 11/3/97	Effective Date: Feb. 1, 1998

I. POLICY:

It is the policy of the Department of Corrections to manage state-owned housing, occupied by employees, in a manner which is in the best interests of the Department, the State and the employee.

II. AUTHORITY:

53-1-203, MCA. Powers and Duties of the Department of Corrections

III. DEFINITIONS:

None.

IV. PROCEDURES:

- A. Every facility/program which has state-owned housing shall develop policies for the management of that property.
- B. All local staff housing policies shall be reviewed and approved by the Management Team and approved by the Director prior to signing by the Division Administrator or Warden/ Superintendent.
- C. In every instance, the rental agreements will be maintained by the Administrative Services Division.

V. CLOSING

Questions concerning this policy shall be directed to the Administrative Services Division.